

CODED DISTRIBUTION PLAN  
BELL SYSTEM PRACTICES - ORDERING INFORMATION

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1. GENERAL

1.01 This Appendix describes the Coded Distribution Plan, a computerized program whereby new, revised, and addended A.T.&T. Company practices are automatically released and distributed to specified practice users on standing order.

1.02 This Appendix is reissued to update the ordering procedures and to clarify the practice in general. Marginal arrows have been omitted.

1.03 The purpose of the Coded Distribution Plan is to provide an efficient method of obtaining only the practices required, and individual packaging and shipping to the

requesting location.

1.04 The plan is developed on the concept that practices are written to define specific procedures and "tasks" to be performed. By identifying the practices for a given "task", and assigning an ordering code, the user will be able to receive only the needed practices.

1.05 The General Plant Headquarters Staff reviews all new practices to determine who the users are and which distribution codes apply. This information is furnished to the computer at Western Electric's Indiana Publication Center for mechanized distribution of BSP's to the proper code holders in the Southwestern Company.

1.06 The users order needed practices by using a letter and two digit code that relates to a given "task". The Southwestern Company "tasks" and codes are identified in Appendix "2" thru "17" of this Section.

1.07 A key feature of this plan is the ability for local supervision to directly affect the practices ordered, and maintained, by providing recommended changes to the Coded Distribution Requirements.

2. DEFINITIONS

2.01 Coded Distribution System - A Western Electric computer program that provides only the required practices, grouped and defined in the "Task Log" (Appendix 2 thru 17), and distribution of the practices direct to the job location.

2.02 Operating Company Master Index Tape (OPMIT) - Computer record of the System and Company practices and the Distribution Codes assigned to each practice. For example, see Exhibit 1.

2.03 Code File - Computer printout of the Distribution Codes and the practices which relate to the specific function or "task". For example, see Exhibit 2.

2.04 Distribution Code - A code composed of one letter and two digits assigned to a grouping of practices (code file).

(a) The letter indicates a major grouping by subject.

(b) The digits indicate a code file, by task, relating to the subject.

2.05 Record File Holder - Each supervisory location that maintains a standing order consisting of one or more Distribution Codes, and/or one or more "Location Numbers".

NOTE: A record file holder is limited to ordering a maximum of 100 Distribution Codes for each "Location Number".

2.06 Location Number - An identifying number consisting of two letters and five digits. These numbers are assigned for all departments by the Area BSP Coordinators.

2.07 Standing Order - An authorization by a record file holder to automatically distribute all new or revised sections and addenda of practices contained within distribution codes.

2.08 One-Time Order - An authorization to fill an order on a one-time only basis. It may be used to order individual practices, location status reports, etc.

2.09 Merged Code Distribution (MGCD) - A one-time order of all practices contained in a distribution code or codes. This method would be used to establish a new location, or obtain the complete complement of practices needed for a particular responsibility.

2.10 Area Exclusion Symbol - A two letter code which identifies each operating Area in the Southwestern Company.

2.11 Location Status Report - A printout of all the practices by number within the requested Distribution Codes ordered for a given "Location Number". For example, see Exhibit 3.

2.12 Select Ticket - The Bell System Practice Memorandum (BSPM), which is the "mailing receipt", listing the practices involved in a release. For example, see Exhibit 4.

2.13 Header Status Report - A printout of all the Distribution Codes for a given "Location Number". For example, see Exhibit 5.

### 3. LIMITATIONS AND RESTRICTIONS

3.01 Bell System Practices are not to be distributed on a standing order basis to persons outside the Bell System without written approval from the AT&T Company. Independent Telephone Companies who require practices on standing order shall be set up on the Independent Telephone Company Coded Distribution Plan (ITCCDP) through the Bell Independent Relations Directors.

3.02 Any one practice may be coded with a maximum of 500 codes.

3.03 Any one "Location Number" may be set up to receive a maximum of 100 codes.

3.04 "Location Numbers" and "Requisition Numbers" for standing orders on Coded Distribution are assigned only by the Area BSP Coordinators.

#### 4. REQUISITION NUMBERS

4.01 Coded Distribution standing order requisition numbers are to be assigned only by the Area BSP Coordinators.

4.02 The numbers shall be comprised of the Western Electric Distributing House Number and the Telephone Company Requisition Number (e.g., 45-1-12345). The Telephone Company Requisition Number shall be one which is intended for use on a standing order basis only.

4.03 The number of requisition numbers used for standing orders must be kept to a minimum. One number per Area or per Division (if Divisions within an Area are served by two WECO Houses) will normally be sufficient.

4.04 The Area BSP Coordinators shall notify the Company BSP Coordinator of the standing order requisition numbers in effect within their respective Areas.

#### 5. LOCATION NUMBERS

5.01 The location numbers must be of seven characters, two alpha and five numeric. The two alpha characters are used to identify the Area or Division as defined and designated in P.A.P. V27.603. Alpha character Z is used to fill a blank. The five numeric characters identify the individual holder.

5.02 One of two methods, (a) or (b) below, may be employed to identify the individual holder:

(a) The District numeric, per P.A.P. V27.603, is used as the first character. The remaining four characters identify the individual, 0001 to 9999.

(b) The foreman's crew number is used in the first three numeric characters. Numeric characters four and five then identify the individual holder or file within the crew, 0 to 99. The District is identified by the third numeric character. Crew numbers are established per P.A.P. V26.011.

5.03 An example of a location is "ZA00001". This is location "0001" at General Headquarters.

5.04 Location numbers shall be assigned by the Area BSP Coordinators.

5.05 Practices will be packaged separately by "Location Number", thus separate location numbers may be used to identify filing locations within a supervisor's area of responsibility.

#### 6. RECORD FILE HOLDER

6.01 Each supervisory location, identified by mailing address and location number, that maintains a standing order for 9-digit practices is a Record File Holder.

6.02 The Record File Holder is responsible for originating and maintaining current and accurate standing order requests for practices.

6.03 The Record File Holder should review practice requirements periodically, and eliminate requests for Distribution Codes

no longer required. Request for changes shall be submitted on Form SD-1-81.68. (See Paragraph 10.)

NOTE: After a "Location Number" and address have been established, all future requests for changes, additions, or deletions of Distribution Codes must refer to the established location. Any changes in "Location Number" will cause a new location to be established.

7. DISTRIBUTION CODES

7.01 Individual BSP's have been selected, grouped and assigned distribution code numbers. Each Code contains the practices that fit a class of plant or "task".

7.02 Standing order requirements and transactions will be based on distribution codes. Practice numbers or Division-Layer numbers are not used in transactions.

7.03 Distribution codes are grouped into code groups prefixed with a letter. The individual codes are listed by groups, in Appendix 2 through Appendix 17. The following table illustrates the content of each Appendix:

<u>Appendix Number</u>	<u>Distribution Code Group</u>
2	A Exchange Central Office
3	B Customer Equipment - PBX
4	C Customer Equipment - Station
5	D Outside Plant Engineering
6	E Toll - Transmission
7	F Local Test Room

<u>Appendix Number</u>	<u>Distribution Code Group</u>
8	G Outside Plant
9	H Buildings and Supplies
10	J Motor Vehicle - Construction Apparatus
11	M Exchange Plant Assignment and Common Language
12	N Traffic Engineering - Network Administration and Design
13	P Teletypewriter - Data
14	R Radio Systems
15	S Special Application
16	T Equipment Engineering and Design
17	U Mechanized Support Systems

7.04 The code number pattern, within each code group, is as follows:

00 - Indexes only. Contains all of the indexes pertaining to the group. Not required for holders of other codes in that code group.

01 - Library code. Contains all of the practices that have been assigned to all of the codes in the group with exceptions which are noted. (Must be restricted to selected locations.)

02  
03  
04 - Administrative - Basic. Codes that contain the administrative practices and practices that are basic and necessary to all codes in the group.

05  
&  
up - Technical. Contains the technical practices relating to the individual code description.

7.05 Code "00" is primarily for Staff use.

The applicable indexes are included in each individual code; therefore, need for the 00 code will be minimal.

7.06 One location will not receive multiple copies of a practice because it appears in more than one of the codes selected for the location. The computer is programmed to recognize repetition of practice numbers to an individual location and will forward one copy only.

7.07 A thorough review of all codes in related code groups should be made when selecting distribution codes. For instance, a Chief Switchman in an Exchange Central Office should also review the "E", "R", "F", and "M" codes for possible coverage of work operations.

7.08 Practices in Division 302, Transmission Test Line Directory, carry the "COMPANY PRIVATE" notation. As with all Company sensitive material, these practices must be safeguarded in offices during work hours and should not be conspicuously displayed on top of desks, filing cabinets, etc. After hours, or when the work area is unattended, the material should be protected in locked desk drawers or locked file cabinets. Further, these practices must be destroyed in accordance with Company security regulations for destruction by mutilation, not discarded in wastebaskets.

## 8. AREA EXCLUSION SYMBOLS

8.01 Two-letter Area symbols must be used on documents forwarded to Indianapolis. The following symbols have been assigned for use by each Area:

St. Louis	-	SL
Kansas City	-	KC
Kansas	-	KS
Oklahoma	-	LA
General Hdqts.	-	GE
Dallas	-	DA
Houston	-	HU
San Antonio	-	SA
Arkansas	-	AR

## 9. ESTABLISHING STANDING ORDERS

9.01 Standing Order requests for 9-digit Bell System practices must be submitted on Form SD-1-81.68, "Bell System Practices - Standing Order Requirements - Header File Information". (See Exhibit 6)

9.02 Requests for standing orders are submitted through lines of organization to the respective Area BSP Coordinator for approval.

9.03 Requests submitted to Western Electric must be complete with the following information:

- (a) Order Number.
- (b) Location Number.
- (c) Exclusion Symbol (Area Symbol).
- (d) Quantity of practices required.  
NOTE: This should normally be (1) for nine digit practices. (See paragraph 10.05)
- (e) Distribution Codes required. (See Appendix 2 thru 17)
- (f) Addressee (current U.S. mailing address).  
NOTE: Use titles only, no names.
- (g) Green receipt mailing address (Use address of Area BSP Coordinator).
- (h) Telephone number of Area BSP Coordinator.
- (i) Date of the request.
- (j) Telephone Company name and Accounting.  
NOTE: All locations under an order number must carry the same Area Number and Account Code.

9.04 Distribution Codes should be entered only after the originator has become familiar with Appendices 2 to 17 of this practice. SELECT ONLY THOSE CODES ACTUALLY NEEDED.

9.05 A location number is limited to 100 Distribution Codes. If more codes are needed, a second location number must be used.

9.06 File locations maintaining a complete file of the 9-digit Bell System practices and indexes should request "All" under Distribution Codes. This requirement must be approved by the Area BSP Coordinator.

9.07 The information provided on Form SD-1-81.68 is entered into the WECO computer. The Distribution Codes requested establishes the location's standing order requirements for all practice revisions required at the specific job location.

9.08 New practices issued that apply to the subject matter and addenda originated by the Bell System will be added to the respective Distribution Codes by the Company BSP Coordinator and automatically distributed.

9.09 Each shipment of practices includes the applicable indexes; therefore, do not assign "00" codes to users other than those who require indexes only.

9.10 The "01" codes are generally all inclusive and are large and costly. A location should not be approved for an "01" code unless the Area BSP Coordinator is satisfied there is a real need for this code.

9.11 The above procedure will establish an individual or file on standing order to receive future issues of new or revised practices only. See Paragraphs 11 and 12 for one-time order requests.

## 10. CHANGES TO STANDING ORDERS

10.01 Changes to an existing "Location Number" can be accomplished by submitting a Form SD-1-81.68 indicating the requested changes. (See Exhibit 7).

10.02 The Area BSP Coordinator will be able to maintain a current file of each location's requirements only if all the necessary information is provided.

10.03 To cancel a standing order location, place an X in the "Cancel Location Number" box (Item 2B on the Form).

10.04 To change the mailing address for practices in a standing order location, place an X in the "Change Addressee" box (Item 6B on the Form) and enter the changed line of information.

10.05 To change the quantity, place an X in the "Change Quantity" box (Item 4B on the Form).

NOTE: Consult the Area BSP Coordinator if the quantity desired is other than "1".

10.06 To add or cancel a Distribution Code(s), indicate the new codes to be added or the existing codes to be canceled in the appropriate column (Item 5 on the Form).

## 11. MERGED CODE DISTRIBUTION

11.01 Merged Code Distribution (MGCD) is a procedure that allows the field to place a "one-time" order for a group of practices without listing the practices separately on Form SD-1-80.80, "Bell System Printed Matter - Merchandise Shipping and Charge Ticket". (Exhibit 8)

11.02 MGCD provides for "one-time" ordering of all of the practices contained in a Distribution Code(s). The record holder submits a request indicating only the Distribution Codes desired.

11.03 Requests for Merged Code Distribution should be submitted through the lines of organization on Form SD-1-80.80 to the Area BSP Coordinator. The Area BSP Coordinator shall forward all merged code requests to the General BSP Coordinator.

**NOTE:** Due to the costs of practices involved and to eliminate the possibility of error, a letter stating the reason must be forwarded with the request for MGCD. Requests not supported by letter will be challenged by the Area BSP Coordinator.

11.04 If the request is for a new location, and the location needs to be placed on standing order for the Distribution Codes requested, the originator must submit Form SD-1-81.68 to set up the standing order. (See Paragraph 9 above.)

11.05 MGCD may be used to establish practices for a new work location, or to obtain the required practices for a new complement of equipment assigned to a location.

## 12. ONE-TIME ONLY REQUESTS

12.01 One-time only requests may be submitted when it is necessary to order individual practices or groups of practices for some one-time purpose such as:

- (a) For establishing a file for a new location about to be placed on standing orders. (See paragraph 11 above.)
- (b) For replacing missing or damaged file copies.
- (c) For ordering practices rated "AT&T SPCS" for trade secret BSP's. (See paragraph 13).

(d) For ordering the "initial" requirements for Bell System manuals or publications.

**NOTE:** Replacement or additional copies of AT&T Manuals (i.e., Interconnection Service Manual, etc.) which are authorized for use in the Southwestern Company must be ordered on Form SW-6327 from Cliff Kelley in St. Louis. These orders must be forwarded through the lines of organization to the General BSP Coordinator in St. Louis, Missouri for approval.

12.02 Form SD-1-80.80 is always used to transmit information for a one-time order for Bell System printed matter. It should show the following information:

(a) Appropriate entries should be made in the Heading. For an order to be processed, a complete order number comprised of the Western Electric Distributing House Number and Telephone Company Requisition Number must be entered (e.g., 45-1-12345). The Telephone Company Requisition Number shown should be one which is intended for use on a one-time basis only. REQUISITION NUMBERS ASSIGNED FOR A STANDING ORDER MUST NOT BE USED.

(b) If individual practices or addenda are being ordered, they should be listed in numerical sequence, one item per line, in the body of the form by their 9-digit numbers along with the quantity of each required.

**NOTE:** Addenda are automatically furnished when sections are ordered.

12.03 Detach the "Originator's Copy" and retain for record. Forward the remainder of the form in accordance with Paragraph 14. A packing slip listing the items ordered will be shipped with the material. If any of the ordered items are not deliverable, the reason will be indicated in the "Quantity/Shipped" column on the Customer's Receipt by one of the following Codes:

BO - Back Order  
NR - No Record

**NOTE:** WECO is not authorized to distribute materials until they are formally released on a Bell System Practices Memorandum (BSPM); therefore, orders received for practices not yet released will be returned coded "NR".

12.04 One-time only orders for practices may contain practices rated "SPCS". (See Paragraph 13.)

### 13. ORDERING "SPCS" TRADE SECRET PRACTICES

13.01 The distribution of documents rated "SPCS", both on standing order and one-time basis, is restricted to special distribution lists maintained by the General BSP Coordinator. The address information and requirements are supplied by the users through the lines of organization to the General BSP Coordinator on the basis of a verified "need to know". The lists are restricted to only addresses within the Bell System.

13.02 Documents rated "SPCS" are not available for release to the U.S. Department of Defense, Independent Telephone Companies, or any other parties outside of the Bell System, except by specific written agreements. It is necessary to obtain permission to provide such documents to parties outside the System, a written request should be forwarded through lines of organization to the Business Relations Director, AT&T Co., 195 Broadway, New York, New York, 10007.

13.03 "SPCS" sections are identified in the numerical indexes by the star symbol (\*). The star symbol also identifies the specific distribution codes for "SPCS" BSP's in Appendices 2-17 of Section 000-010-011SW.

13.04 All orders for "SPCS" BSP's must contain the statement "Requirements verified on the basis of need to know". These orders should be approved by a district level supervisor or higher and must include the job title.

13.05 One-Time Orders - "SPCS" practices may be ordered on a one-time basis using Form SD-1-80.80. (See Exhibit 9). Requests may be submitted for individual 9-digit practices or merged code. Each item shall be entered on a separate line together with the quantity desired. One time orders must contain the "Need to Know" statement in the lower right hand corner of the Form SD-1-80.80.

13.06 Standing Orders - "SPCS" practices may be ordered on a standing order basis using Form SD-1-81.68 (see Exhibit 10). All requests for standing orders of "SPCS" practices should be added, changed, or deleted from existing standing orders in the usual manner. These standing orders must be forwarded to the Area BSP Coordinator for forwarding to the General BSP Coordinator for approval. Standing orders must contain the "Need to Know" statement in the "Remarks" space on the Form SD-1-81.68.

13.07 Requisitions for codes containing "SPCS" BSP's and regular BSP's can be combined. The "Need to Know" statement and proper approval must be entered as described above.

13.08 The Indiana Publication Center will honor orders for "SPCS" practices only from the General BSP Coordinator. All orders, standing and one-time which include codes for "SPCS" BSP's must be forwarded through lines of organization to the Area BSP Coordinator. The Area BSP Coordinator will forward these to the General BSP Coordinator.

13.09 "SPCS" practices can be ordered under the Coded Distribution Plan.

### 14. FORWARDING REQUESTS

14.01 Original requests and changes to standing orders on Form SD-1-81.68 shall be forwarded through lines of organization to the Area BSP Coordinators.

14.02 The Area BSP Coordinator shall verify the data on the request, enter the Requisition Number and Location Number (if required), and forward to:

Western Electric Co., Inc.  
Indiana Publications Center  
P.O. Box 26205  
Indianapolis, Indiana 46226

14.03 All requests for Merged Code Distribution (MGCD) on Form SD-1-80.80 shall be forwarded through lines of organization to the General BSP Coordinator for approval.

14.04 All requests for AT&T "SPCS" practices shall be forwarded through lines of organization to the Area BSP Coordinator who will forward to the General BSP Coordinator.

14.05 One-time only requests on Form SD-1-80.80 shall be forwarded through lines of organization to the Area BSP Coordinator.

#### 15. CHANGES TO CODE FILES

15.01 Requests for changes or additions to the Coded Distribution "Code Files" may be originated by the field forces or Staff using Form SW-6636. (See Exhibit 12).

15.02 Requests may be originated to accomplish the following:

- (a) Establish new Distribution Codes and include appropriate practices.
- (b) Consolidate the practices found in several Distribution Codes into one code that will provide for larger entities. (Grouping Codes).

- (c) Delete a practice or practices from an existing code.
- (d) Add a practice or practices to an existing code.
- (e) Delete an obsolete Distribution Code.
- (f) Clarify the definitive explanation describing the content of a Distribution Code.

15.03 Form SW-6636 is a single 8½ x 11 inch form, padded 25 forms per pad, and must be ordered on a non-stock requisition, Form S-6265.

15.04 The original copy of Form SW-6636 is forwarded through lines of organization to the General BSP Coordinator for consideration.

15.05 Area BSP Coordinator approval of the form is requested to provide for consolidation of more than one request pertaining to the same subject.

15.06 The General Office Methods Supervisor responsible for the respective subject matter will review the requests and advise the General BSP Coordinator of the appropriate changes to be made.

#### 16. LOCATION STATUS REPORT

16.01 A Location Status Report is a print-out of all the practices by number within the requested Distribution Codes ordered for a given "Location Number". This printout serves as an initial index to the file. (See Exhibit 3).

**NOTE:** If a location desires a Location Status Report initially, the entry "Location Status Report Required" should be entered in the "Rmks" space on the Form SD-1-81.68.

16.02 The Location Status Report should be filed in the front of the first binder of the file.

16.03 In some cases, when a standing order is initially established, there is a file in existence at the location. For these locations, upon receipt of the Location Status Report, the existing file should be verified. Unlisted practices should be removed and missing System practices should be ordered from the Indiana Publications Center on Form SD-1-80.80 in the usual manner. Missing SW Practices should be ordered on Form SW-6327

16.04 The Location Status Report is applicable only to the file to which it is addressed. The data on the report contains the individual location number, the mailing address, the distribution codes assigned and the individual practices in numerical order. This is the index of the file.

16.05 Practices written and issued by Southwestern Bell Telephone Company are not distributed in the same manner as Bell System Practices. They are distributed in accordance with Section 743-001-906SW. Nine digit practices are identified by the suffix SW following the number, Plant Administration practices are prefixed by V.

16.06 Southwestern nine-digit practice numbers are inputted to the computer at Indiana Publication Center so that the Location Status Report received at each location will contain the SW issued practices in addition to the Bell System issues applicable to each code.

16.07 Requests for additional or replacement Location Status Reports must be submitted to the Area BSP Coordinator for approval. Location Status Reports are billed per lines of print, and are therefore expensive. Requests should be made on Form SD-1-81.68 as follows:

- (a) Enter the Standing Order Number and place and "X" in the box marked 1A.
- (b) Enter the Location Number and place an "X" in the box marked 2A.
- (c) Place an "X" in the box marked 3A.
- (d) Place an "X" in the box marked 4A and enter an asterisk (\*) in the quantity block.
- (e) Place an "X" in boxes 6A and 7A.
- (f) Enter Telephone Number of the Area BSP Coordinator.
- (g) Enter the Date requested, Telephone Company name and Accounting details at the top of the Form.

16.08 Location Status Reports are mailed direct to the location. They are not required in the Area records and are unique only to the individual location.

17. SELECT TICKET (MAILING RECEIPT)

17.01 New and reissued Bell System Practices are released and distributed by Western Electric Company, Indianapolis, Indiana. Practices are automatically released to the applicable code holders.

17.02 Each release (mailing) will contain a BSPM Stock Select Ticket listing the practices involved in the release. A Select Ticket is illustrated in Exhibit 4.

17.03 The heading of the Select Ticket contains essentially the same data as the Location Status Report. Select Tickets are numbered serially in the "Sequence No." box. The first select ticket issued after a Status Report has been printed for a location

will be numbered 1. Sequence numbers will advance one number on each succeeding select ticket for that location.

17.04 The sequence numbers of all holders may not be the same for the same release, but each holder should not miss a sequence number. The sequence numbers are the only means the holder has of assuring that all releases are received. Details on handling select tickets are in Paragraph 18.

17.05 The released practices are listed in numerical order on the select ticket. Special instructions such as REMOVE AND DESTROY, are listed in the lower portion of the form. These are existing practices that should be removed from the file and destroyed.

#### 18. MAINTAINING BSP FILE

18.01 The Location Status Report for each file should be filed in the front of the first binder of the file.

18.02 Upon receipt of a release, the select ticket and practices should be checked to see that all practices are received. Practices are then filed in proper numerical sequence. File addendums in front of and appendixes behind the main section.

18.03 Any practices listed on the Select Ticket which are not received, should be encircled in red and the Select Ticket should be forwarded to the Area BSP Coordinator within 30 days. A copy of the Select Ticket should be retained in the local file. The Area BSP Coordinator will forward these Select Tickets to the Indiana Publication Center to be filled on a "no-charge" basis or a claim will be filed. One-time orders must not be issued for these missing practices.

18.04 Generally, filing instructions for a practice are contained in the opening paragraphs of the practice, i.e., "this Section replaces Issue 6."

18.05 The practice listed under "Remove and Destroy" should be removed from the file next.

18.06 Retain each select ticket until the receipt of the next select ticket. If a sequence number is missed, notify your Area BSP Coordinator within 30 days. The sequence number and release number of the preceding and succeeding shipments will be needed to enable the Coordinator to secure the missing shipment.

18.07 The select ticket should be retained in a file, or a log of the select ticket numbers maintained for reference.

18.08 A select ticket will not be issued for Southwestern practice releases.

18.09 When two or more files or holders are located within the proximity of one another, the location numbers should be distinctly marked on each file. The address label of each release will contain the location numbers for distribution to the correct file.

#### 19. AREA OFFICE RESPONSIBILITIES

19.01 The Area BSP Coordinator will be responsible for transacting business with the Western Electric - Indiana Publication Center and maintaining records of individual standing orders. Individual standing orders are referred to as Header Files. There should be a Header File for each individual practice holder or practice file.

19.02 Standing order requirements are transmitted on Form SD-1-81.68, Header File Information. This form is used to transact any type of business concerning standing orders for any one location, file

or holder. The form may be obtained at no charge from Western Electric - Indiana Publication Center.

19.03 After a satisfactory review of the requirements furnished in Paragraphs 9, 10, and 13, Form SD-1-81.68 is completed and forwarded to Western Electric Company. Retain one copy for temporary record.

19.04 Western Electric Company will return to the Coordinator a Header Status Report to be used as the permanent record of practice holders. (Exhibit 5) The permanent record is arranged numerically by location numbers.

19.05 The Area BSP Coordinator is responsible for assigning the Requisition Number for all standing orders on the Coded Distribution Plan.

19.06 The Area BSP Coordinator is responsible for assigning the Location Numbers for standing orders on the Coded Distribution Plan.

## 20. GENERAL OFFICE RESPONSIBILITY

20.01 The Plant Operations Engineer's Office will administer and maintain two records, the Code Content File and the Operating Company Master Index (OPMIT).

20.02 For each distribution code there is a Code Content File listing the individual practices that make up the code. Southwestern practices are included.

20.03 The OPMIT is the master index of all System and Southwestern issued Plant Practices. Listed in the OPMIT are CD, SD drawings and 9-digit practices in that order and then in numerical order. Also shown is the current issue number, total number of printed pages and the individual distribution codes to which the practice has been assigned.

20.04 Area abbreviations in the Distribution Codes - Areas column of the OPMIT indicate "area exception". Area exception is the term applied to the computer ability to release a specific practice to specific Areas. In the absence of Area symbols, the practice will be released to all Areas. When Area symbols appear, the practice will be released only to those Areas indicated.

20.05 When new Bell System practices are issued, the Plant Operations Engineer's Staff will first decide if the practice will be accepted and in effect in the Company. Next, if the practice is acceptable, it will be assigned appropriate distribution codes.

20.06 When a practice is reissued the new issue will usually replace the old one. However, a review must be made to verify this and also detect the possible cancellation or renumbering of related practices.

20.07 Record transactions, resulting from Paragraphs 20.05 and 20.06, with Western Electric Company will be made by the General BSP Coordinator.

EXHIBIT 1

OPMIT

IND-1-81.65 (1-74)

BELL SYSTEM PRINTED MATTER  
MASTER INDEX

PAGE

COMPANY SOUTHWESTERN BELL EFFECTIVE 01/20/75 REL 1424

1

PRACTICE NUMBER	ISS	PAGES	CL	REL. CHANGE	DISTRIBUTION CODES - AREAS
026-000-000	41	3	C	1415	A00 A01 A03 A04 A20 A22 A31 A43 A44 A45 A71 B00 B01 B05 B09 B10 E00 E01 E04 P00 R00 R01 R02
026-001-011	06	25	C	1415	A01 A03 A04 A43 A76 A90 B90 E01 E04 E90 R00 R01 R02 R76
026-110-501	02	9	A	1374	NON SELECT
026-110-701	05	7	A	1374	NON SELECT
026-110-801	03	7	A	1374	NON SELECT
026-110-812	01	4	A	1374	NON SELECT
026-115-701	04	18	A	1374	NON SELECT
026-115-702	02	19	A	1374	NON SELECT
026-115-703	04	16	A	1374	NON SELECT
026-115-704	05	19	A	1374	NON SELECT
026-115-801	05	6	A	1374	NON SELECT
026-115-811	01	2	A	1374	NON SELECT
026-120-701 ADD	03	9	C	1395	NON SELECT
026-120-701	05	35	A	1374	NON SELECT
026-120-801	08	12	A	1374	NON SELECT
026-120-812	03	3	A	1374	NON SELECT
026-125-501	02	6	A	1374	NON SELECT
026-125-701	03	21	A	1374	NON SELECT
026-125-702	03	13	A	1374	NON SELECT
026-125-703	05	25	A	1374	NON SELECT
026-125-704	04	24	A	1374	NON SELECT
026-125-705	04	13	A	1374	NON SELECT
026-125-706	04	11	A	1374	NON SELECT
026-125-707	03	21	A	1374	NON SELECT
026-125-801	04	10	A	1374	NON SELECT
026-125-802	04	7	A	1374	NON SELECT
026-125-803	06	12	A	1374	NON SELECT
026-125-804	05	9	A	1374	NON SELECT
026-125-805	04	7	A	1374	NON SELECT
026-125-806	04	8	A	1374	NON SELECT
026-125-807	04	9	A	1374	NON SELECT
026-125-821	01	7	A	1374	NON SELECT
026-305-701 ADD	01	3	A	1293	A01 A43 B01 B09
026-305-701	10	35	A	1293	A01 A43 B01 B09
026-305-801 ADD	01	5	A	1293	A01 A43 B01 B09
026-305-801	04	19	A	1293	A01 A43 B01 B09
026-306-701	02	7	A	INIT	A01 A43
026-306-801	01	4	A	INIT	A01 A43
026-307-701	06	9	A	INIT	A01 A43
026-310-701 ADD	01	1	A	1197	A01 A43
026-310-701	03	8	A	INIT	A01 A43
026-315-701 ADD	01	1	A	INIT	A01 A43
026-315-701	01	12	A	INIT	A01 A43
026-315-801	01	11	A	INIT	A01 A43
026-320-701	03	4	A	INIT	A01 A43
026-340-701	02	8	A	INIT	A01 A43
026-343-701 ADD	01	1	A	INIT	A01 A43
026-343-701	01	14	A	INIT	A01 A43
026-343-801	01	11	A	INIT	A01 A43
026-347-701 ADD	01	1	A	INIT	A01 A43
026-347-701	01	18	A	INIT	A01 A43
026-350-701	05	6	A	1375	A01 A43

EXHIBIT 2

Code File

PRACTICE NUMBER		ISSUE	PAGES	AREAS
000-000-000	ADD SW	B	1	
000-000-000		25	9	
000-000-001		20	17	
000-010-010		05	9	
000-010-010	APP 01 SW	C	3	
000-010-011	ADD	01	2	
000-010-011		01	12	
000-010-011	APP 01 SW	B	14	
000-010-011	APP 02 SW	B	4	
000-010-011	APP 05 SW	A	4	
000-010-015	ADD SW	B	1	
000-010-015		01	4	
002-020-900	SW	A	17	
002-100-900	SW	A	3	
002-100-900	APP 01 SW	A	5	
002-100-900	APP 02 SW	A	8	
002-100-900	APP 03 SW	A	2	
002-100-900	APP 04 SW	A	12	
002-100-902	SW	A	13	
005-000-000	ADD SW	A	1	
005-000-000		46	1	
005-100-104		05	5	
005-100-105		01	4	
005-101-111		10	84	
005-101-112		05	32	
005-105-101		03	16	
005-105-102		01	11	
005-106-101		02	3	
005-107-101		02	3	
005-108-111		04	78	
005-109-101	ADD	01	8	
005-109-101		02	50	
005-120-101		05	30	
005-120-102		07	9	
005-120-103		07	42	
005-120-104		04	8	
005-121-101		06	6	
005-140-101		01	3	
005-150-101		12	11	
005-200-100	ADD SW	A	7	
005-220-101	ADD SW	A	2	
006-000-000		25	1	
006-100-100		07	7	
006-110-100	ADD	01	5	
006-110-100		07	20	
006-110-500		05	6	
006-115-100		06	12	
006-115-500		06	4	
006-115-800		03	5	
006-120-100		08	13	
006-200-100		02	2	
006-210-100	ADD	01	1	
006-210-100		02	11	
006-210-500		02	4	

EXHIBIT 3

LOCATION STATUS REPORT

IND-1-81.66 (7-68)

BELL SYSTEM PRINTED MATTER  
LOCATION STATUS REPORT

PAGE
1

ORDER NUMBER		LOCATION NO.
45	3	91849 ZK91001

AREA
KS

CHANGES EFFECTIVE THROUGH BSPM NO. 1346  
EFFECTIVE DATE 05/29/73

ADDRESSEE	
S W BELL TEL CO GENL PLT MGR 220 E 6TH ST RM 390 TOPEKA KS	UPS4 66603

QUANTITY
1

DISTRIBUTION CODES	
A01 A20 A21 A85 B01 B21 C01 C10 C11 C12 C13 C14 C16 C33 C35 D01 E01 E81 F01 G01 G32 G40 H01 J01 M01 N01 P01 P36 R01 S21 T01	

APP. NO. OR ADD.	PRACTICE NUMBER	ISSUE	APP. NO. OR ADD.	PRACTICE NUMBER	ISSUE
				CD1E209-01	3
APP01	CD1E245-01	3		CD1E242-01	2
	CD65118-01	2		CD65118-01	4
APP01	CD65121-01	4		CD65121-01	4
APP01	CD65121-01	4	APP02	CD65121-01	0
	CD65149-01	6	APP01	CD65149-01	6
	CD65150-01	5	APP01	CD65150-01	5
	CD65151-01	4	APP01	CD65151-01	4
	CD65152-01	5	APP01	CD65152-01	05
	CD65153-01	4	APP01	CD65153-01	04
	CD65173-01	4	APP01	CD65173-01	04
	CD65680-01	14	APP01	CD65680-01	14
APP02	CD65680-01	14	APP03	CD65680-01	14
	CD65714-01	05	APP01	CD65714-01	05
APP02	CD65714-01	05	APP03	CD65714-01	05
	CD65715-01	3	APP01	CD65715-01	03
	CD65716-01	1	APP01	CD65716-01	01
	CD65719-01	08	APP01	CD65719-01	8
	CD65727-01	6	APP01	CD65727-01	06
APP02	CD65727-01	06		CD65729-01	11
	CD65731-01	13		CD65733-01	5
APP01	CD65733-01	05	APP02	CD65733-01	5
	CD65736-01	04		CD66039-01	6
APP01	CD66039-01	06		CD66086-01	9
APP01	CD66086-01	09		CD66087-01	8
APP01	CD66087-01	08		CD66109-01	6
APP01	CD66109-01	06		CD66110-01	5
APP01	CD66110-01	05		CD66115-01	8
APP01	CD66115-01	08		CD66123-01	7
APP01	CD66123-01	07		CD66148-01	3
APP01	CD66148-01	03		CD66163-01	10
APP01	CD66163-01	10		CD66165-01	6
APP01	CD66165-01	06		CD66179-01	10
APP01	CD66179-01	10	APP02	CD66179-01	10
APP01	CD66180-01	12	APP02	CD66180-01	12

EXHIBIT 4

SELECT TICKET

FROM  **Western Electric** IPC  
 P.O. BOX 20205 INDIANAPOLIS, IND. 46226  
 2833 N. FRANKLIN RD., INDIANAPOLIS, IND.  
**THIRD CLASS**



TO:

**S W BELL TEL CO** UPS4  
**GENL PLT MGR**  
**220 E 6TH ST RM 390**  
**TOPEKA KS** 66603

REL 1390 45 3 91001 ZK91001

SEL. NO.	QUANTITY	PRACTICE NUMBER	ISS	CODE
76	1	220-000-000	80	A01
77	1	220-001-013 SUP	01	A01
78	1	220-001-016 SUP	01	A01
79	1	225-000-000	09	A01
80	1	225-330-501	05	A01
81	1	226-000-000	71	A01
82	1	226-565-501	05	A01
83	1	227-000-000	36	A01
84	1	227-504-500	02	A01
85	1	231-000-000	91	A01
86	1	231-105-301	04	A01
87	1	231-118-328	02	A01
88	1	232-000-000	37	A01
89	1	232-004-301	03	A01
90	1	232-008-301	02	A01
91	1	232-113-301	03	A01
92	1	232-116-101	02	A01
93	1	232-120-301	02	A01
94	1	232-125-501	02	A01
95	1	232-206-501	01	A01
96	1	232-207-501	01	A01
97	1	232-209-501	01	A01
98	1	250-000-000	50	A01
99	1	250-001-012 SUP	02	A01
100	1	250-102-501	02	A01

RELEASE NO.	RELEASE DATE	SEQUENCE NO.
001390	06/03/74	27
ORDER NO.		LOCATION NO.
45 3 91001		ZK91001

DISTRIBUTION CODE

EXHIBIT 5

HEADER STATUS REPORT

IND-1-61.64 (1-74)

BELL SYSTEM PRINTED MATTER  
 HEADER STATUS REPORT

QUANTITY	AREA	ORDER NUMBER		LOCATION NO.	PAGE
1	5L	37	2	16700	AA01631
				MC 2163	1

CHANGES EFFECTIVE THROUGH BSPM NO. 1430 EFFECTIVE DATE 03/04/74

ADDRESSEE  
 S WEST BELL TEL CO  
 PBX INSTALLATION FOREMAN  
 330 N FLORISSANT  
 ST LOUIS MO. 63135

DISTRIBUTION CODES

B01 C06 C07 C08 C09 C10 C11 C12 C13 C15 C17 C18 C20 C21 C27  
 C28 C29 C30 C32 C33 C34 G13 J01

EXHIBIT 6

FORM SD-1-81.68

STANDING ORDER REQUIREMENTS (NEW)

MAIL ORIGINAL TO:

WESTERN ELECTRIC CO., INC.  
 P.O. BOX 26205  
 LAWRENCE, INDIANA 46226  
 ATT'N: BSPM ORGANIZATION

BELL SYSTEM PRACTICES  
 STANDING ORDER REQUIREMENTS  
 HEADER FILE INFORMATION

MONTH	DAY	YEAR
8	21	69

INSTRUCTIONS FOR FILLING OUT FORM

- PLEASE TYPE OR PRINT CLEARLY.
- SECTION 3 HAS MAXIMUM OF TWO ALPHABETIC POSITIONS.
- JOB TITLES, RATHER THAN NAMES SHOULD BE USED.
- IF "NO CHANGE" BLOCK IS CHECKED, DO NOT FILL IN ANY INFORMATION.
- IF "CHANGE" BLOCK IS CHECKED, FILL IN ONLY THE CHANGED LINE OF INFORMATION.
- IF "NEW" BLOCK IS CHECKED, SHOW COMPLETE INFORMATION.

FOR WESTERN ELECTRIC USE ONLY

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TELEPHONE COMPANY NAME ★  
 SOUTHWESTERN

TELEPHONE COMPANY ACCOUNTING	AREA	ACCOUNT
	D3000	706-16

<p><b>1. ORDER NUMBER ★</b> (CHECK ONE BLOCK)</p> <p>A. ACTIVE <input checked="" type="checkbox"/> 37 2 98274</p> <p>B. NEW <input type="checkbox"/></p>	<p><b>5. DISTRIBUTION CODES</b></p> <p>NEW OR ADD</p> <p>A04</p> <p>A05</p> <p>E61</p> <p>F01</p> <p>H01</p> <p>H61</p> <p>M01</p>	<p><b>6. ADDRESSEE</b> (CHECK ONE BLOCK)</p> <p>A. NO CHANGE <input type="checkbox"/> TITLE OF ADDRESSEE CHIEF SWITCHMAN</p> <p>B. CHANGE <input type="checkbox"/> STREET ADDRESS AND ROOM NO. 135 N. Lindbergh</p> <p>C. NEW <input checked="" type="checkbox"/> CITY, STATE AND ZIP CODE Creve Coeur, Mo. 63141</p> <p><b>7. MAIL GREEN RECEIPTS TO:</b> (CHECK ONE BLOCK)</p> <p>A. NO CHANGE <input type="checkbox"/> BSP OR PLANT PRACTICE COORDINATOR PLANT PRACTICE COORDINATOR</p> <p>B. CHANGE <input type="checkbox"/> STREET ADDRESS AND ROOM NO. 100 N. 12th St., Room 1075</p> <p>C. NEW <input checked="" type="checkbox"/> CITY, STATE AND ZIP CODE St. Louis, Mo. 63101</p> <p><b>8. TELEPHONE NUMBER OF BSP COORDINATOR ★</b></p> <table border="1"> <thead> <tr> <th>AREA CODE</th> <th>EXCHANGE</th> <th>NUMBER</th> </tr> </thead> <tbody> <tr> <td>314</td> <td>247</td> <td>4764</td> </tr> </tbody> </table>	AREA CODE	EXCHANGE	NUMBER	314	247	4764
AREA CODE	EXCHANGE	NUMBER						
314	247	4764						
<p><b>2. LOCATION NUMBER ★</b> (CHECK ONE BLOCK)</p> <p>A. ACTIVE <input type="checkbox"/></p> <p>B. CANCEL <input type="checkbox"/></p> <p>C. NEW <input checked="" type="checkbox"/></p> <p>ZD30001</p>								
<p><b>3. AREA SYMBOL (IF REQUIRED)</b> (CHECK ONE BLOCK)</p> <p>A. ACTIVE <input checked="" type="checkbox"/></p> <p>B. CANCEL <input type="checkbox"/></p> <p>C. NEW <input type="checkbox"/></p> <p>S L</p>								
<p><b>4. QUANTITY</b> (CHECK ONE BLOCK)</p> <p>A. NO CHANGE <input type="checkbox"/></p> <p>B. CHANGE <input type="checkbox"/></p> <p>C. NEW <input checked="" type="checkbox"/></p> <p>1</p>								
<p>REMARKS</p>		<p>APPROVED</p> <p><i>J. Boedger</i></p> <p>BSP COORDINATOR</p>						

★ ALWAYS REQUIRED

SD-1-81.68 (4-66)

ORIGINAL-WESTERN ELECTRIC COPY

EXHIBIT 7  
FORM SD-1-81.68

STANDING ORDER REQUIREMENTS (CHANGE)

MAIL ORIGINAL TO:  
WESTERN ELECTRIC CO., INC.  
P.O. BOX 26205  
LAWRENCE, INDIANA 46226  
ATT'N: BSPM ORGANIZATION

BELL SYSTEM PRACTICES  
STANDING ORDER REQUIREMENTS  
HEADER FILE INFORMATION

MONTH	DAY	YEAR
4	24	75

INSTRUCTIONS FOR FILLING OUT FORM

- PLEASE TYPE OR PRINT CLEARLY.
- SECTION 3 HAS MAXIMUM OF TWO ALPHABETIC POSITIONS.
- JOB TITLES, RATHER THAN NAMES SHOULD BE USED.
- IF "NO CHANGE" BLOCK IS CHECKED, DO NOT FILL IN ANY INFORMATION.
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- IF "NEW" BLOCK IS CHECKED, SHOW COMPLETE INFORMATION.

FOR WESTERN ELECTRIC USE ONLY

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TELEPHONE COMPANY NAME ★  
SOUTHWESTERN BELL TELEPHONE

TELEPHONE COMPANY ACCOUNTING	AREA	ACCOUNT
	A-0000	706-161

<b>1. ORDER NUMBER ★</b> (CHECK ONE BLOCK) A. ACTIVE <input checked="" type="checkbox"/> X B. NEW <input type="checkbox"/> 37 1 16400	<b>5. DISTRIBUTION CODES</b> NEW OR ADD CANCEL A04 G40 A05	<b>6. ADDRESSEE</b> (CHECK ONE BLOCK) A. NO CHANGE <input checked="" type="checkbox"/> X B. CHANGE <input type="checkbox"/> C. NEW <input type="checkbox"/> TITLE OF ADDRESSEE STREET ADDRESS AND ROOM NO. CITY, STATE AND ZIP CODE	
		<b>2. LOCATION NUMBER ★</b> (CHECK ONE BLOCK) A. ACTIVE <input checked="" type="checkbox"/> X B. CANCEL <input type="checkbox"/> C. NEW <input type="checkbox"/> ZA00001	<b>7. MAIL GREEN RECEIPTS TO:</b> (CHECK ONE BLOCK) A. NO CHANGE <input checked="" type="checkbox"/> X B. CHANGE <input type="checkbox"/> C. NEW <input type="checkbox"/> BSP OR PLANT PRACTICE COORDINATOR STREET ADDRESS AND ROOM NO. CITY, STATE AND ZIP CODE
		<b>3. AREA SYMBOL (IF REQUIRED)</b> (CHECK ONE BLOCK) A. ACTIVE <input checked="" type="checkbox"/> X B. CANCEL <input type="checkbox"/> C. NEW <input type="checkbox"/> G E	<b>8. TELEPHONE NUMBER OF BSP COORDINATOR ★</b> AREA CODE EXCHANGE NUMBER 314 247 3887
		<b>4. QUANTITY</b> (CHECK ONE BLOCK) A. NO CHANGE <input checked="" type="checkbox"/> X B. CHANGE <input type="checkbox"/> C. NEW <input type="checkbox"/>	REMARKS APPROVED <i>McNeil</i> BSP COORDINATOR

★ ALWAYS REQUIRED

SD-1-81.68 (4-66)

ORIGINAL-WESTERN ELECTRIC COPY

EXHIBIT 8  
FORM SD-1-80.80

MERGED CODE (MGCD) REQUEST

SD-1-80.80 (11-71)	B.S.P.M. ORDER	<b>INDIANA PUBLICATION CENTER</b>		PAGES - PAGE NO. 1 of 1	
TELEPHONE CO. <u>SW. BELL TEL. CO</u> HOUSE <u>St. Louis</u>					
DATE ORDERED <u>4-24-75</u>		ORDER NO.			
		HOUSE NO. <u>37</u>	TEL. CO. REG. NO. <u>2-98200</u>		
MAIL GREEN RECEIPT TO	SHIP TO				
Plant Practice Coordinator 100 North 12th Street Room 1075 St. Louis, Missouri 63101		SW. Bell Tel. Co. Chief Switchman 135 N. Lindbergh Creve Coeur, Missouri 63141			
SHIP VIA	PACKED IN	WEIGHT			
SHIPPED DATE & ROUTE	B/L NO.	FREE FRT.	MIN. CHARGE	CHARGE PER CWT.	
		PREPAID TRANS. CHARGES	LESS	BILLABLE TRANSPORTATION	
TELEPHONE COMPANY ACCOUNTING	TRANSPORTATION			MATERIAL	
	AREA	ESTIMATE	ACCOUNT	AREA	ESTIMATE
				D-3000	706-161
QUANTITY		BELL SYSTEM PRACTICE NUMBERS		PAGES EACH	UNIT PRICE
ORDERED	SHIPPED				
1		A04			
1		A05			
1		E61			
1		F01			
1		H01			
1		H61			
1		M01			
ORDERED BY:		APPROVED BY:			
<u>B. Smith</u> 4-25-75		<u>J. Bondges</u> 4-25-75			
SIGNATURE DATE		SIGNATURE DATE			
Chief Switchman		BSP Coordinator			
FOR INSTRUCTIONS:		TEL. NO. <u>314-247-2842</u>			
REFER TO BSP 000-010-011		CLASS			
<input type="checkbox"/> 85120 <input type="checkbox"/> 85121 <input type="checkbox"/> 85123 <input type="checkbox"/> 85127		<input type="checkbox"/> 85130 <input type="checkbox"/> 85131 <input type="checkbox"/> 85133 <input type="checkbox"/> 85137		<input type="checkbox"/> 629 <input type="checkbox"/> 852 <input type="checkbox"/> 892	

EXHIBIT 9

FORM SD-1-80.80

ONE-TIME ONLY REQUEST

"SPCS" TRADE SECRET BSP'S

SD-1-80.80 (11-71)	B.S.P.M. ORDER	<b>INDIANA PUBLICATION CENTER</b>			<b>MERCHANDISE SHIPPING AND CHARGE TICKET</b>			PAGES - PAGE NO. 1 OF 1
TELEPHONE CO. <u>SW. Bell Tel.</u>	HOUSE <u>St. Louis</u>							
DATE ORDERED <u>9-01-76</u>	ORDER NO.							
	HOUSE NO.	TEL. CO. REG. NO.						
	37	1-12345						
MAIL GREEN RECEIPT TO	SW. Bell Tel. Co. BSP Coordinator 100 N. 12th St. Louis, MO 63101			SHIP TO	SW. Bell Tel. Co. Installation Foreman 10850 Bour St. Louis, Mo 63132			
SHIP VIA	PACKED IN	WEIGHT						
SHIPPED DATE & ROUTE	B/L NO.		FREE FRT.	MIN. CHARGE	CHARGE PER CWT.			
			PREPAID TRANS. CHARGES	LESS		BILLABLE TRANSPORTATION		
TELEPHONE COMPANY ACCOUNTING	TRANSPORTATION			MATERIAL				
	AREA	ESTIMATE	ACCOUNT	AREA	ESTIMATE	ACCOUNT		
	D-3080		709-161	D-3080		709-161		
QUANTITY		BELL SYSTEM PRACTICE NUMBERS			PAGES EACH	UNIT PRICE		
ORDERED	SHIPPED							
1		A-39						
Requirements verified on the basis of need to know.								
ORDERED BY:	<u>R. Jones</u> SIGNATURE Chief Switchman			DATE	<u>9-01-76</u>			
APPROVED BY:	<u>J. Smith</u> SIGNATURE District Plt. Mgr.			DATE	<u>9-01-76</u>			
FOR INSTRUCTIONS: REFER TO BSP 000-010-011	TEL. NO. <u>314-247-XXXX</u>			CLASS				
<input type="checkbox"/> 85120 <input type="checkbox"/> 85121 <input type="checkbox"/> 85123 <input type="checkbox"/> 85127		<input type="checkbox"/> 85130 <input type="checkbox"/> 85131 <input type="checkbox"/> 85133 <input type="checkbox"/> 85137		<input type="checkbox"/> 629 <input type="checkbox"/> 852 <input type="checkbox"/> 892				

EXHIBIT 10

FORM SD-1-81.68

STANDING ORDER REQUEST

"SPCS" TRADE SECRET BSP'S

MAIL ORIGINAL TO:

WESTERN ELECTRIC CO., INC.  
P.O. BOX 26205  
LAWRENCE, INDIANA 46226  
ATT'N BSPM ORGANIZATION

**BELL SYSTEM PRACTICES  
STANDING ORDER REQUIREMENTS  
HEADER FILE INFORMATION**

MONTH	DAY	YEAR
9	01	76

**INSTRUCTIONS FOR FILLING OUT FORM**

- PLEASE TYPE OR PRINT CLEARLY.
- SECTION 3 HAS MAXIMUM OF TWO ALPHABETIC POSITIONS.
- JOB TITLES, RATHER THAN NAMES SHOULD BE USED.
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- IF "NEW" BLOCK IS CHECKED, SHOW COMPLETE INFORMATION.

FOR WESTERN ELECTRIC USE ONLY

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TELEPHONE COMPANY NAME \*

Southwestern Bell Telephone

TELEPHONE COMPANY ACCOUNTING

R.C.O.	R.C.C.	GEO. LOC. IND./AREA	AUTHZ./EST.	ENV.	F.I.C. OR ACCOUNT
		A-0000			706-161

<p><b>1. ORDER NUMBER *</b> (CHECK ONE BLOCK)</p> <p>A. ACTIVE <input checked="" type="checkbox"/> [ ]</p> <p>B. NEW [ ]</p> <p>37 1 16400</p> <p><b>2. LOCATION NUMBER *</b> (CHECK ONE BLOCK)</p> <p>A. ACTIVE <input checked="" type="checkbox"/> [ ]</p> <p>B. CANCEL [ ]</p> <p>C. NEW [ ]</p> <p>ZA00009</p> <p><b>3. AREA SYMBOL (IF REQUIRED)</b> (CHECK ONE BLOCK)</p> <p>A. ACTIVE <input checked="" type="checkbox"/> [ ]</p> <p>B. CANCEL [ ]</p> <p>C. NEW [ ]</p> <p>G E</p> <p><b>4. QUANTITY</b> (CHECK ONE BLOCK)</p> <p>MAIL CODES [ ] [ ]</p> <p>A. NO CHANGE <input checked="" type="checkbox"/> [ ]</p> <p>B. CHANGE [ ]</p> <p>C. NEW [ ]</p>	<p><b>5. DISTRIBUTION CODES</b></p> <p>NEW OR ADD [ ]</p> <p>CANCEL [ ]</p> <p>A-39</p>	<p><b>6. ADDRESSES</b> (CHECK ONE BLOCK)</p> <p>A. NO CHANGE <input checked="" type="checkbox"/> [ ]</p> <p>B. CHANGE [ ]</p> <p>C. NEW [ ]</p> <p>TITLE OF ADDRESSEE [ ]</p> <p>STREET ADDRESS AND ROOM NO. [ ]</p> <p>CITY, STATE AND ZIP CODE [ ]</p> <p><b>7. MAIL GREEN RECEIPTS TO:</b> (CHECK ONE BLOCK)</p> <p>A. NO CHANGE <input checked="" type="checkbox"/> [ ]</p> <p>B. CHANGE [ ]</p> <p>C. NEW [ ]</p> <p>BSP OR PLANT PRACTICE COORDINATOR [ ]</p> <p>STREET ADDRESS AND ROOM NO. [ ]</p> <p>CITY, STATE AND ZIP CODE [ ]</p> <p><b>8. TELEPHONE NUMBER OR BSP COORDINATOR *</b></p> <table border="1"> <tr> <th>AREA CODE</th> <th>EXCHANGE</th> <th>NUMBER</th> </tr> <tr> <td>314</td> <td>247</td> <td>2256</td> </tr> </table>	AREA CODE	EXCHANGE	NUMBER	314	247	2256
AREA CODE	EXCHANGE	NUMBER						
314	247	2256						

REMARKS Requirements verified on the basis of need to know.

APPROVED *John J. Dce*  
District Plt. Mgr.-TAC

\* ALWAYS REQUIRED

SD-1-81.68 (9-74)

ORIGINAL - WESTERN ELECTRIC COPY

